2.0

Document Basics

In order to accomplish an electronic filing, an ECF user will often be required to attach an image of the document being transmitted. This pleading must be in a Portable Document Format (PDF) using Adobe Acrobat software. This section of the manual is designed to familiarize the ECF user with the procedures for preparing and converting PDF documents for ECF system. It will also address the requirements for a Creditor Matrix file.

This section will cover:

1. Creating a Pleading
2. Creating an Electronic Order
3. Converting a Document to PDF
4. Combining PDF Documents
5. Extracting PDF Pages
6. Attaching PDF Document
7. Additional Attachments
8. Referencing an Existing Document

2.1

Creating the Pleading

The vast majority of ECF filings require the same documentation that would have been filed if the event had been filed across the counter at the clerk's office. All pleadings that do not require a prepared document will be noted as **No Image** during the selecting of the event. Appendix A also lists all ECF events and also list those events that do not require supporting documentation.

All pleadings that require documentation will require a PDF version of the document being uploaded to the ECF system. There are a number of items requested or required by the court to be included on all pleadings uploaded to the system.

The first item that is requested/required on your pleadings is "FILED ELECTRONICALLY" to be placed near the top of your document. This is requested so that the court knows whether your filed the pleading across ECF verses coming to the counter and the court filing your ECF event.

The second item that the court requests/required is something to indicate the date that the document was signed, such as "Dated this day…" or "Dated:" This is due to the fact that hand written signatures also included hand written dates. Since there are no hand written signatures required for ECF documents, dates were being left off. So enter in a date when the uploaded document was signed.

The third item that the court requires (per local rule) is the "/s/" to indicate to the court that you have the original document signed and in your possession.

A question was posed about having to create two documents, one with a regular signature line that is manually signed, and the second that contains the /s/. Simply create the document with the /s/ and the typed name, and then print it off to the printer and have the individual sign the document above the /s/ "signature."

The pleading can be created using any word processing application: Microsoft Word, Corel WordPerfect, or OpenOffice.

If you are creating a document that will include noticing information, such as a Notice of Hearing or Certificate of Service, you may refer to section **8.5**: **Recipient Mailing List**, for the list of electronic and manual recipients. You may then include on the noticing document the parties to the case and the addresses of the parties as listed on the Recipient Mailing List. Registered ECF users may be indicated with a "Received Electronically", as shown on the sample document on the next page before converting to PDF, to indicate how the parties were provided notice.

EXAMPLE PLEADING

In the United States Bankruptcy Court
District of Utah, Central Division

In Re: Bankruptcy Case Number

            Debtor(s)   [Chapter 7]

                                                    [Filed Electronically]

                              Title of Pleading

      Body of Document

      Prayer
      Wherefore,

Dated this **20ᵗʰ** day of January, 2004
Remember to date and sign your motion if converting immediately to PDF.

                              /s/ Michelle Bugni
                              Attorney for Debtor

                        Certificate of Mailing

Roger G. Segal
(Received Electronically)   *(Indicate the method of notice)*

Jeffrey H. Hagen
Whatcott Barrett & Hagen
1846 South 300 West
Salt Lake City, Ut 84115

Kent W. Plott
3269 South Main Street, Ste. 100
Salt Lake, UT 84115

2.2

Creating an Electronic Order

There are three recommended items to remember when creating an order to be uploaded to the ECF system.

The first item that is required (per local rule) is a two and a half inch margin at the top of the first page. Most electronically filed orders will receive an electronic signature from the judge. This signature will appear in this top 2 1/2' margin.

Second, because of the electronic signature, there is no need for the judge's signature block. A signature block can be used, but is not required with an order submitted electronically. With orders submitted in court, you will need to include a signature block, as you have in the past. Still include the 2 1/2 inch margin as required by local rule.

The third item requested, since there is no signature block, is the indication that the order has come to an end, such as "End of Order" — something to indicate the last page of the order.

A problem which has occurred with electronic orders is the scanning of the orders prior to submitting. Some scanners that scan to a PDF format are creating those documents at a page size larger than 8 1/2 X 11 inches. Local rule requires that all documents be 8-1/2"x 11" — a standard sheet of paper. Before uploading your scanner PDF-converted order, be sure that it meets the page size requirement. Best yet, convert your order from a word processing program such as Word or WordPerfect.

Page Size

By local rule, all documents are required to be 8 1/2 x 11. This can become a problem when creating orders by scanning the document. Some scanners will create a document that is larger than the 8 1/2 x 11 required. When this occurs, the documents — especially orders — will be forwarded to the Bankruptcy Noticing Center for noticing nation wide. The BNC server will only take an 8 1/2 x 11 document. Any other sized document will be rejected. The court will then receive a Notice of Exception stating that the document was not noticed, and we will contact you to manually notice that document.

It is safest to create all your documents using a word processing application and then "print" them to PDF instead of printing the document to paper and scanning. When you do need to scan, make sure you check the PDF page size (page size, not file size) to ensure that the document is 8 1/2 x 11.

When you scan legal documents (8 1/2 x 14) you will need to scan it to a 8 1/2 x 11 format. The individual then reading the document will have to "zoom" the document to read it, but local rules applies here.

The Electronic is attached to the first page of
the order, in the 2 1/2 inch top margin.

The below described is SIGNED.

(th)

Dated: July 11, 2005 _Glen E Clark_
GLEN E. CLARK
U.S. Bankruptcy Judge

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Attorneys for Litton Loan Servicing, LP as servicer for Deutsche Bank National Trust Company
f/k/a Banker's Trust Company of California

IN THE UNITED STATES BANKRUPTCY COURT

FOR THE DISTRICT OF UTAH

Central Division

In re:	Chapter 13
KATHLEEN MIYAMOTO	Bankruptcy No. 03-21164
Debtor.	Judge: Glen Clark
	[FILED ELECTRONICALLY]

**ORDER GRANTING MOTION FOR TERMINATION
OF AUTOMATIC STAY FILED BY LITTON LOAN SERVICING, LP AS SERVICER
FOR DEUTSCHE BANK NATIONAL TRUST COMPANY F/K/A BANKER'S TRUST
COMPANY OF CALIFORNIA**

The Motion of Litton Loan Servicing, LP as servicer for Deutsche Bank National Trust

Company f/k/a Banker's Trust Company of California, for Termination of Automatic Stay,

Filed: 07/11/05

2.3

Converting a Document to PDF
(Portable Document Format)

As was mentioned in section 1.1, all documents uploaded to the ECF system are required to be PDF documents (with the exception of the creditor matrix file). There is a number of ways to convert documents into the PDF format.

Currently, the court recommends the use of Adobe Acrobat to convert your documents to PDF. Adobe Acrobat Reader is available on the Internet for free. This program is a reader, allowing you to read PDF documents, it will not create them. You will need to create your documents with a PDF "print driver." There is an advantage to purchasing a copy of Acrobat, and we will cover two features available only with the full version of Acrobat in the next two sections.

Reference:
- **Section 2.4 Combining PDF Documents**
- **Section 2.5 Extracting PDF Documents**

Converting the Pleading to a PDF document basically consists of "printing" to the Adobe Acrobat application instead of a printer. Below are the steps to convert a document from a word processing program

STEP 1   **Print the document.** After you have created your document, click on the application's print icon or go to File > Print. In MS Word, the Printer windows appears. WordPerfect's print window is about the same. Here you will change your printer driver using the drop-down menu box (see figure 1). The Adobe PDFWriter is highlighted. After highlighting your selection, click on the [OK] button. You will then get a *Save PDF File As* window. *For Adobe Acrobat versions 6 and 7, the print driver that you will use is Adobe PDF.*

STEP 2 **Give your PDF file a name** and click on the [Save] button. Your PDF document should now be saved to your specified location.

Creating a PDF from a Scanned Document

Creating a PDF document from a scanned image is very similar, in that you will print the document to Acrobat.

Scanned documents converted to PDF can sometimes create larger file sizes than that of a document created in a word processing program, converted to PDF. **ECF allows a document size of 2MB** per attached image, which is roughly 50 pages of a document created from a word processing application. So if you use an optical scanner to create your PDF document, the number of pages may be decreased. The scanning guidelines below are intended to aid users in the preparation of PDF documents using a scanning device.

Scanning Guidelines

Quality and File Size

The quality of a document when scanned is determined by the level of detail recorded by the scanner. The detail is referred to as resolution, which is measured by dots per inch or "dpi." A document scanned with a higher dpi will have a larger file size and will take longer to scan than a document with a lower dpi.
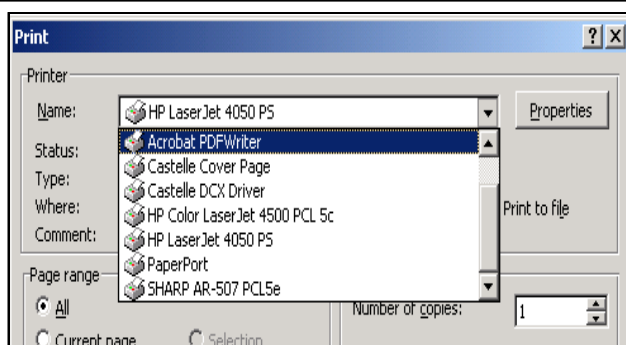
Figure 1

A document which is scanned at a higher dpi will require a longer downloading period when filing it with the ECF system. Additionally, retrieval of the filed document will be slower for PACER and CM/ECF users.

The court recommends documents are **scanned between 200-300 dpi** in order to minimize file size as well as efficiently upload and retrieve CM/ECF documents filed with the Court. The software used for scanning documents should be properly configured to this setting when possible.

ECF users should be diligent while scanning to make sure the image is clear and readable before filing it in the ECF system. Documents which are noticeably skewed or unreadable, will be marked as a possible error on the docket sheet.

If users plan to scan exhibits which have been previously copied, the copies should be as "clean" as possible. Copies which contain dark areas and any copy distortion will inflate a file size. Make sure the copies are clear as possible before scanning.

<u>Mode</u>

The mode of scanning can also impact file size. Mode of scanning can include "photograph", "grayscale" or "black and white." ECF users should almost **always use the "black and white" mode** when scanning documents to file with the court.

<u>Limits on Size</u>

The maximum size of a PDF file which can be filed with the ECF system is 2 Megabytes (MB). If a user attempts to file a document or attachment larger than 2MB, a warning will be displayed which forces the user to stop the filing. If a document is too large for filing, a user must separate the document into smaller parts using the Adobe Acrobat software.

Page Size

By local rule, all documents are required to be 8 1/2 x 11. This can become a problem when creating orders by scanning the document. Some scanners will create a document that is larger than the 8 1/2 x 11 required. When this occurs, the documents — especially orders — will be forwarded to the Bankruptcy Noticing Center for noticing nation wide. The BNC server will only take an 8 1/2 x 11 document. Any other sized document will be rejected. The court will then receive a Notice of Exception stating that the document was not noticed, and we will contact you to manually notice that document.

It is safest to create all your documents using a word processing application and then "print" them to PDF instead of printing the document to paper and scanning. When you do need to scan, make sure you check the PDF page size (page size, not file size) to ensure that the document is 8 1/2 x 11.

When you scan legal documents (8 1/2 x 14) you will need to scan it to a 8 1/2 x 11 format. The individual then reading the document will have to "zoom" the document to read it, but local rules applies here.

2.4

Combining PDF Documents

The court requests that if you have two related documents, such as a motion and an exhibit that supports that motion, that those two documents be combined if they do not exceed the two megabyte file size limit set by the ECF system. It is important to understand that each additional attachment to the filing will require a new browser window to be opened to view the attached document.

The following procedure outlines the steps required to combined PDF documents. The full version of Adobe Acrobat is required to perform this procedure.

Reference:
- **Section 2.3 Converting a Document to PDF**
- **Section 2.7 Additional Attachments**

Do not combine events that are required to appear separately on the docket sheet.

For example, you would not combine a Notice of Hearing to a motion. But certificates of service are sometimes combined with motions and notices. Also, Statements and Schedules are filed as one document but cannot be combined with a 13 Plan.

More examples:
Notice of Intent can be combined with Statements and Schedules. Motions and exhibits can be combined, if document is under 50 pages or 2MB.

*Currently , the system requires **documents larger than 2MB** (roughly 50 pages) to **be broken up into segments**.*

The notation:
[Document > Pages > Insert]
Refers to Adobe Acrobat 6+

STEP 1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

STEP 2 To combine the next PDF document, click on Document > Insert Pages [Document > Pages > Insert]. This will open up the Insert Pages Window.

STEP 3 Select the file that you want combined to the main document, such as an exhibit. Either double-click on the file or left click once and then click on Select.

STEP 4 The Insert Pages window comes up (figure 2). Here, you can select to insert the pages before or after the first page, the last page, or page whatever of whatever (the number in the box is the page that is currently displayed). Once you have decided where to insert the pages, click on OK.

The combining of documents is complete. You can verify the inserted pages by using the navigation buttons at the top and bottom of Acrobat.

If you insert the wrong page, or insert it in the wrong place, you will have to delete the pages: Documents > Delete Pages [Document > Pages > Delete]

You will need to save the document to get the full file size of the document after combining pages.
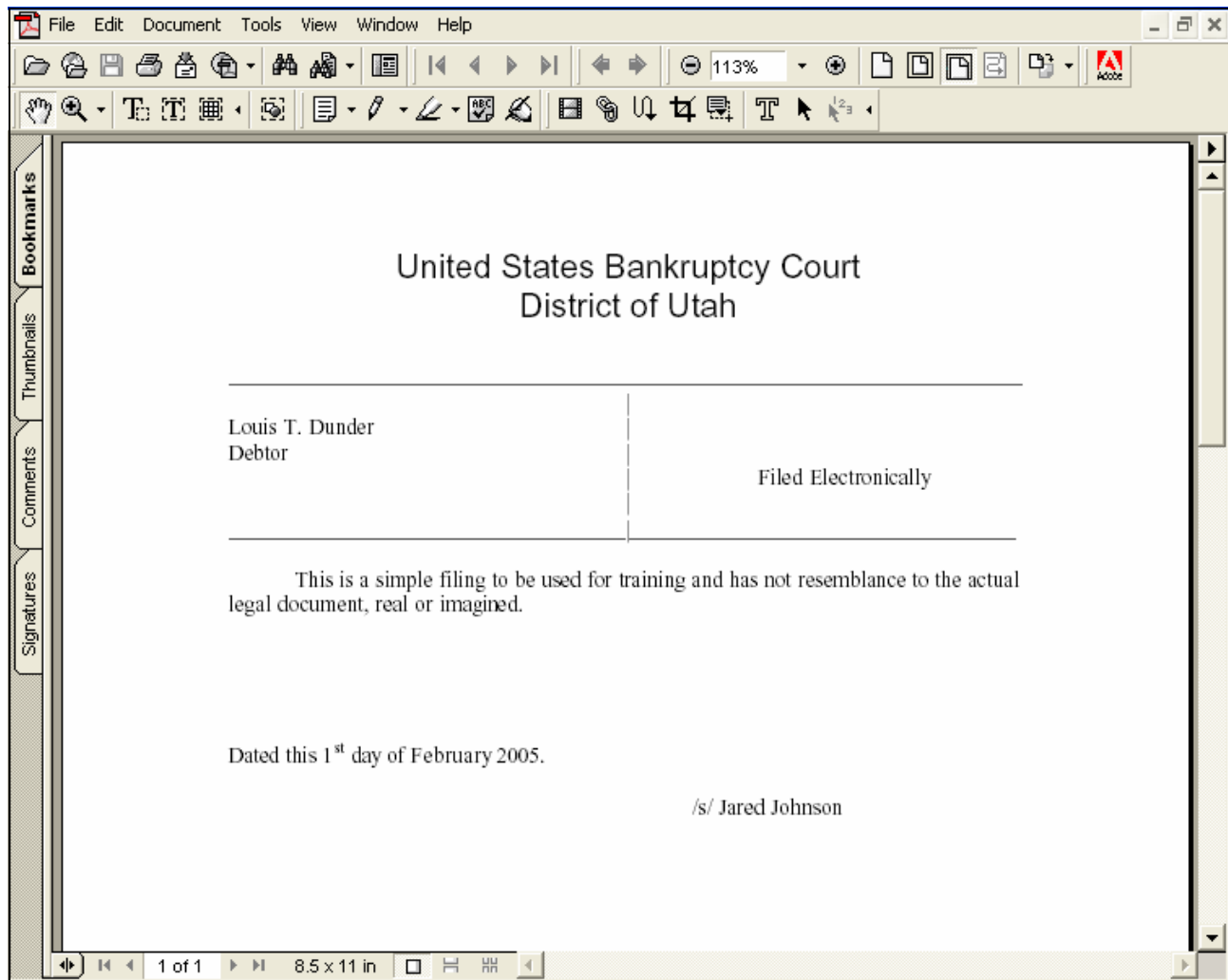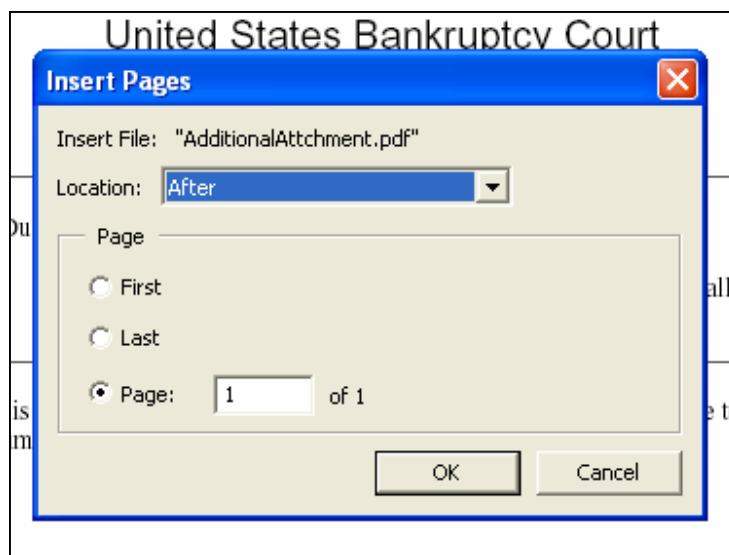

Figure 1

Figure 2

2.5
Extracting PDF Pages

Occasionally, you will receive a document that is larger than the two megabyte size limit allowed by the ECF system. Most likely, this will come from a scanned document, since scanned documents are notoriously large files. In this case, you will need to split the document in half, or in more sections to present the document in court. This is done by either converting the document in sections or by splitting the document after it has been converted to a PDF. The process is similar to the combining of PDF documents.

The following procedure outlines the steps required to Extract PDF pages. The full version of Adobe Acrobat is required to perform this procedure.

Reference:
- **Section 2.3 Converting a Document to PDF**
- **Section 2.4 Combining PDF Documents**
- **Section 2.7 Additional Attachments**

STEP 1 Open up your main PDF document, such as a motion, within Adobe Acrobat (Figure 1).

STEP 2 To extract the pages, click on Document > Extract Pages [Document > Pages > Extract]. This will open up the Extract Pages Window (figure 2).

STEP 3 The page number in the boxes is the page that is currently displayed. Enter in the range (whether single or multiple) of pages that you will be extracting.

*Currently , the system requires **documents larger than 2MB** (roughly 50 pages) to **be broken up into segments**.*

STEP 4 This next step is important and will effect the way your document is split. Notice the checkbox labeled Delete Pages After Extracting (figure 2). If you are going to split the document into two separate documents, place a checkmark in the box. This will create two separate documents from the one document (figure 3b). If you only want to copy pages from the document to attach/combine to the filing, then leave the checkbox unchecked. This will allow you to extract the pages from the document and not alter the original document (figure 3a). Once you have determined how you want to manipulate your pages, click on OK. Click on OK for the confirmation box if deleting your pages.

STEP 5 The extracted pages are presented. The original PDF document is under these extracted pages. Acrobat will name, by default, the extracted pages as Pages from … and the name of the original document. If you are satisfied with this split, close out of the extracted pages by clicking on the lower "X" in the upper right-hand corner of Acrobat and then save the document.

STEP 6 Close out of the original document and save it.

The notation:
[Document > Pages > Insert]
Refers to Adobe Acrobat 6+

*If you were not happy with the split, close the main document **without** saving the document. This will bring back your original document before the split and will allow you to split the document again.*

United States Bankruptcy Court
District of Utah

Louis T. Dunder
Debtor

Filed Electronically

This is a simple filing to be used for training and has not resemblance to the actual legal document, real or imagined.

Dated this 1st day of February 2005.

/s/ Jared Johnson

Figure 1

Extract Pages

From: 1   To: 1   of 19

Delete Pages After Extracting

OK   Cancel

simple filing to be used for training and has not resemb
real or imagined.

Figure 2

Delete Pages After Extracting

Figure 3a

Delete Pages After Extracting
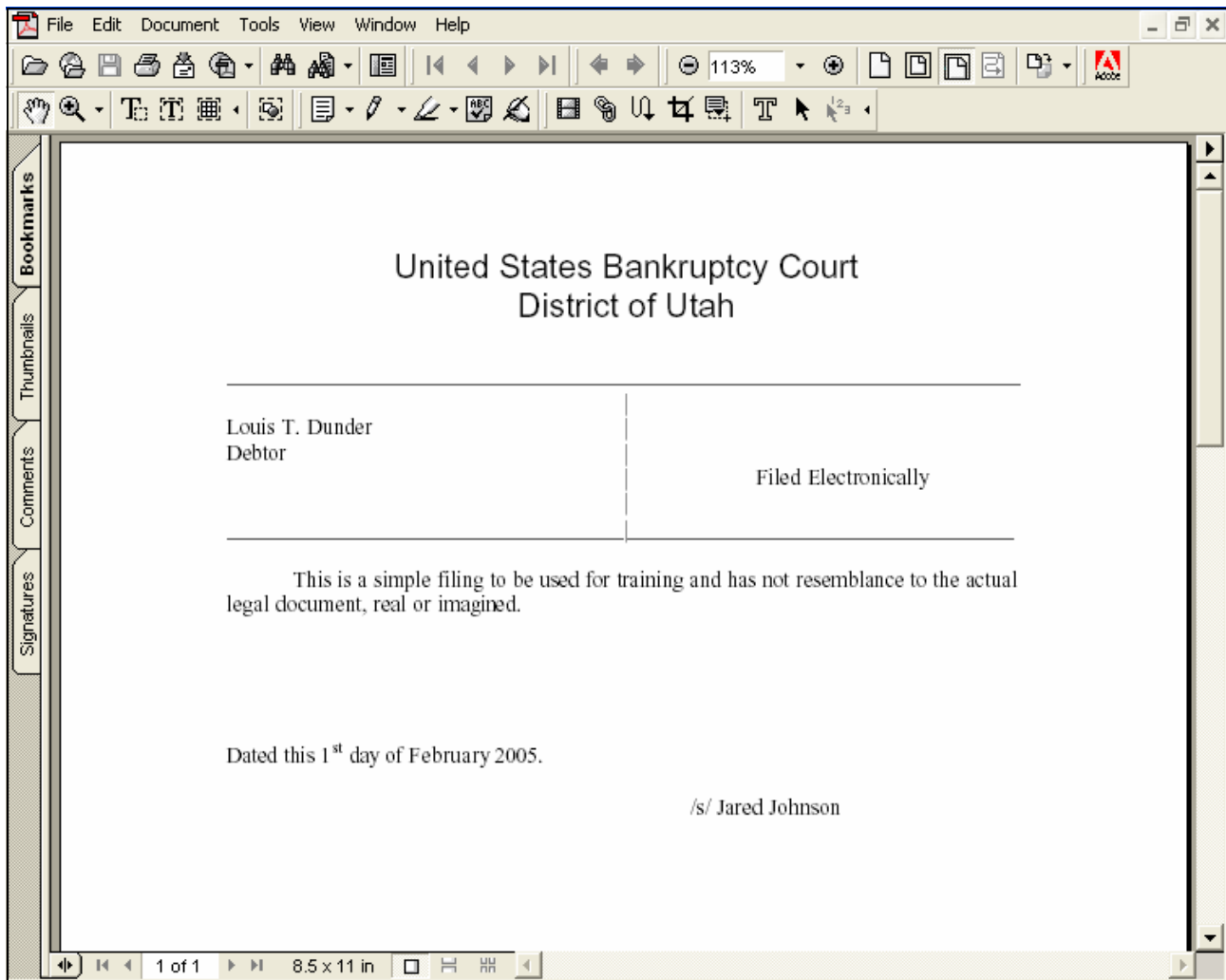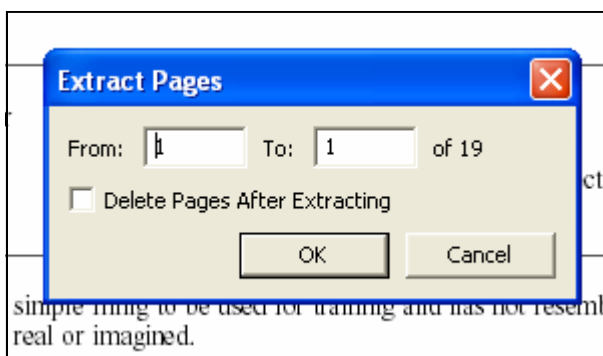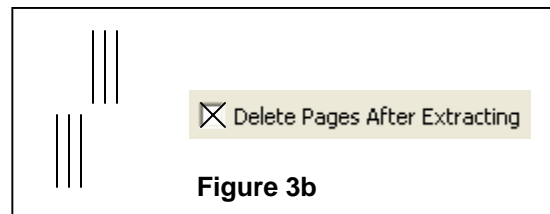
Figure 3b

2.6

Attaching a PDF Document

As was mentioned in section 1.1, the vast majority of ECF filings require the documentation that would have been filed if the event had been filed across the counter at the clerk's office. You need to be aware that sometime within your event filing, you will be asked to upload the supporting PDF document. It will be important to know where your supporting documents are kept within your computer/network system.

The procedure below will outline the steps to attach a PDF document to your filing. The process for attaching the document is the same regardless of the filing event. It will consist of navigating to the file's location, verifying that the PDF document is the correct document, and then selecting the document. Additional attachments will be covered in the next section.

Reference:
- **Section 2.3 Converting a Document to PDF**
- **Section 2.7 Additional Attachments**

When you need to attach a PDF document to your filing, you will receive a page which will contain the file upload section shown in figure 1. The upload section can come by itself on the page or with other items, such as a reference an existing document checkbox or a list of referenced documents/events.

STEP 1 Click on the browse button at the end of the filename text box. The File Upload window will appear.

STEP 2 If you are using Netscape Navigator 4.x as your browser, you will need to go to the box labeled **Files of type** and select "All Files (*.*)" from the drop-down menu. If you do not do this, you will not see your documents.

STEP 3 Navigate to the location of your file. This will depend on how your office/firm has determined the saving of ECF documents.

STEP 4 A major error performed within the ECF system is the attaching of the wrong document to the filing being performed. The court requests, for your sake, that your first verify that the document that you are about to upload to the system is the correct document. This is done by right-clicking on the document name and selecting Open from the pop-up menu (see figure 3). This will launch Adobe Acrobat and allow you to review the document that you are attaching to be sure that it is the one you want attached to the filing.

STEP 5 After you have verified the document, you can close, or minimize Adobe Acrobat, and then click on the [Open] button.

STEP 6 Once you have attached your PDF document, you can then click on the [Next] button to proceed with your filing.
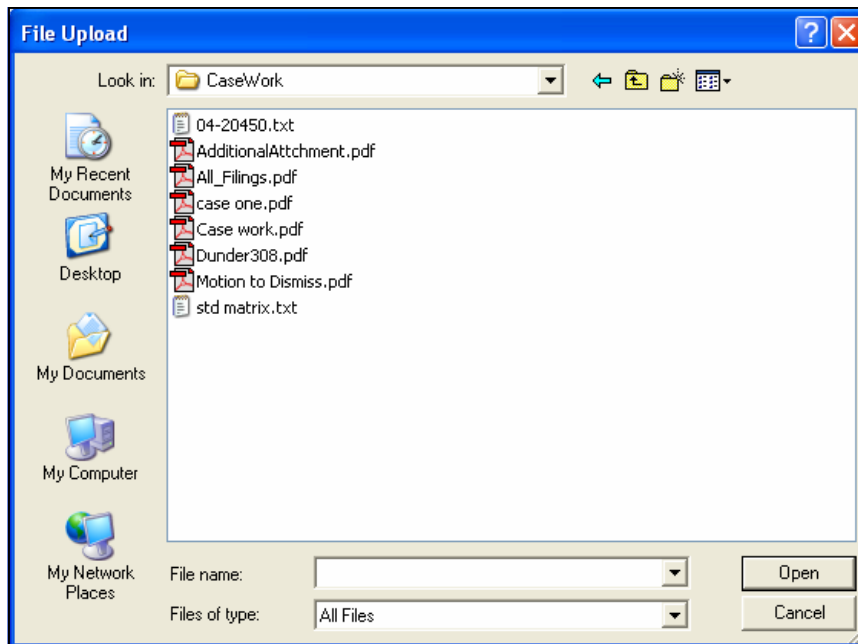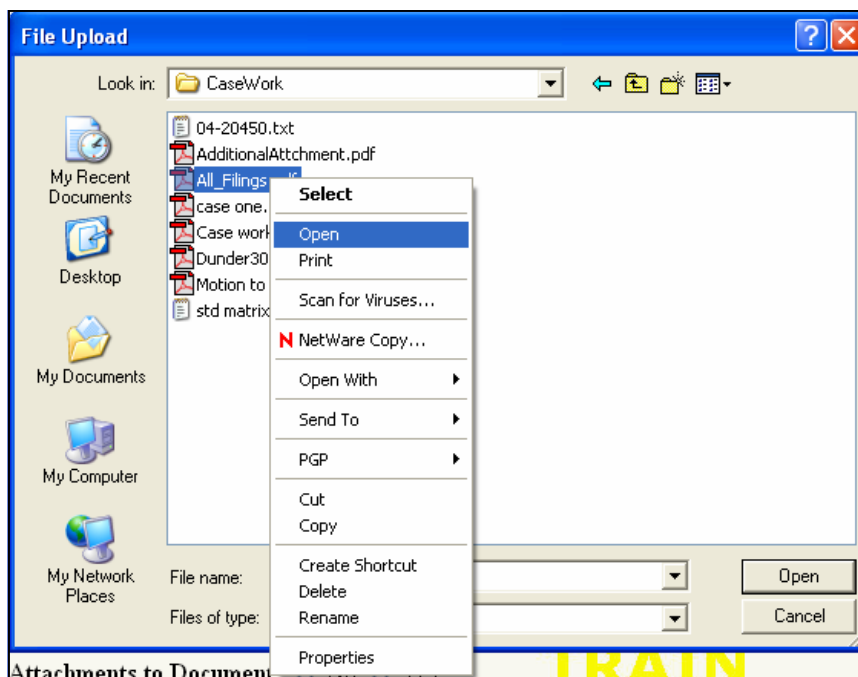
Figure 1

Figure 2

Figure 3

2.7

Additional Attachments

If the PDF document you are filing has exhibits or additional documentation, you may identify these support documents as attachments. Additionally, if the pleading you are filing exceeds the two megabyte file limit set by the ECF system, you will be required to break this document up into segments. These sections will then be added to the filing as an additional attachment.

Be aware that the court strongly recommends combining similar documents together. For each additional attachment that you attach, it becomes an additional attachment for the judge to open and deal with. It is understood that additional attachments are unavoidable, but when possible, use them sparingly.*

Reference:
- **Section 2.3 Converting a Document to PDF**
- **Section 2.4 Combining PDF Documents**
- **Section 2.5 Extracting PDF Pages**
- **Section 2.6 Attaching a PDF Document**

Each attachment will be added separately using the browse procedures outlined in the previous section 1.6.

STEP 1 Click on the radio button after attaching your main document (figure 1), and then click on next. The screen shown in figure 2 will appear.

STEP 2 Attach your additional document as per section 1.6.

STEP 3 You may further identify the attachment, in section 2 of the attachment screen, by selecting a document type or typing in a description or both.

STEP 4 You are required to add the document to the list of attachments for the pleading you are filing by clicking on the [Add to List] button.

Repeat steps 2-4 if you have additional attachments.

STEP 5 Once you have included all support documentation click on the [Next] button to continue.

* Background: When the court first implemented the ECF system, e-filers would upload a main document with the file size of ~760kb, and then add additional attachments of ~450kb, 1,050kb. After having so many small files open, the judges requested that small, similar, supporting documents be combined into one.

Filename

C:\Documents and Settings\johnsonj\M: [Browse...]

Attachments to Document: ○ No ⦿ Yes

Figure 1

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

H:\Training docs\Document1.pdf [Browse...]

2) Select a document type and/or enter a description.

Type   **Description**

[Exhibit]   [Trust Deed]

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

H:\Training docs\attachmentdoc4.pdf   [Add to List]

[Remove from List]

[Next]

Figure 2

2.8
Referencing an Existing Document

There will be times when you will need to reference a document that has been filed previously. Such events would be objections, notices, orders and amended documents.

It is important to understand that the document that you will be uploading is referring to a previous document — a present document referring to a past document.

The procedure below outlines the steps to referring to a past event. The use of the mouse in combination with the control or shift key will help you with defining the scope of your document-type search, by either selecting grouped document types, or individual types from the list. The following steps outline the procedure for referencing a document, which occurs within other events, such as an order or an objection. The steps below will begin when you reach the PDF document attachment page that presents you the "Refer to existing event(s)?" option (figure 1).

Reference:
- **Section 2.6 Attaching a PDF Document**

STEP 1 You will need to be sure to place a checkmark in the check box labeled "**Refer to existing event(s)?**" (figure 1) If you do not, you will not get the document-types page or the page with the documents to refer to.

If you progress through your filing event, reach the final text screen and did not get a chance to reference the document you are referring to, go back using the browser's back button and place a check mark in the box labeled "Refer to existing event(s)?"

STEP 2 You will now need to attach your supporting document per section 2.6. This is the document that you are filing. Once you have attached your referencing document, click on [Next].

STEP 3 You will get a screen with a number of document types (see Figure 2). This list will help you to find the related document by trying to guess what type (or category) the document may be under. By selecting one (or more) categories you are able to minimize your search for the related document. You may select more that one category (or all categories) by holding down the [Ctrl] or [Shift] keys. To select all the types, you can click on the Select All button. Be aware that with large cases, you will get ALL the documents that have been filed in the case.

After selecting the category you think your document is under, click [Next].

STEP 4 The document types that you selected are returned (see Figure 3). Select the appropriate document that you wish to create an association to by clicking on the box that corresponds to that document (see Figure 4). If there is more than one possibility, click on the document number hyperlink to view the image associated with that document. To view an image you will be taken to the PACER login screen and charges will apply.

STEP 5 Once you have selected the related document, click on [Next] to continue with your filing.

Figure 1

☑ **Refer to existing event(s)?**

Select the **pdf** document (for example: C:\199cv501-21.pdf).
Filename

C:\Documents and Settings\johnsonj\M| [Browse...]
Attachments to Document: ○ No ● Yes

[Next] [Clear]

To select types grouped to- gether, click on the first item (answer), hold down the Shift key, and then click on the last item (court)

Select the category to which your event relates.

Figure 2

[Select All Categories]

Filed [   ] to [   ]
Documents [   ] to [   ]

[Next] [Clear]

*The **Filed** field al- lows you to further minimize your search by entering a date and the **Docu- ments** field allows you to identify your related document by the document num- ber assigned by the court.*

To select types that are not grouped to- gether, click on the first item, then hold down the Ctrl key and then select each desired item.

Figure 3

Select the appropriate event(s) to which your event relates:

□ 03/04/2003 101 Motion for Ex Parte Relief Filed by Wells Fargo Bank (mmbaty,)

□ 03/04/2003 102 Motion for Entry of Judgment/Order (related document(s):[34] Motion for Adequate Protection) Filed by Wells Fargo Bank (mmbaty,)

□ 05/06/2003 106 Application for Compensation for Mark Hashimoto , Accountant, fee: $2000.00, Filed by Attorney mmbaty, Accountant Mark Hashimoto (mmbaty,) *(Terminated)*

□ 05/07/2003 108 Application for Compensation for mmbaty , Debtor's Attorney, fee: $1500.00, expenses: $45.00. Filed by Attorney mmbaty (mmbaty,)

□ 05/07/2003 109 Application for Compensation for Mark Hashimoto , Accountant, period: 11/1/2002 to 3/1/2003, fee: $3500.00, expenses: $150.00. Filed by Trustee mmbtr (mmbtr,)

[Next] [Clear]